

Supplemental Job Description

Classification: Executive Director, Commission on the Status of Women

In-House Title: Same

Position #: 18216

Function Code: 4148-6417

Date of Last Amend: 9/29/06

Scope of Service: Performs overall administrative responsibility for achieving agency objectives by directing all aspects of operations management under the general direction of a volunteer board.

Characteristic Duties and Responsibilities:

- Serve as departmental head for governmental agency by executing strategic goals of department in accordance with RSA 19:B and in compliance with the Code of Ethics and Conflict of Interest Rules, as well as other statutory regulations governing state agencies.
- Direct all aspects of agency operations including the development of policies and procedures for agency administration; the performance of supervisory functions, including hiring and firing of subordinate personnel and contracted consultants, delegating responsibility, administering timely annual performance evaluations, and approving leave and annual salary increments for satisfactory work performance; the formulation of long- and short term strategic goals, including the design and implementation of program performance and productivity measures; and the writing and dissemination of the agency's biennial report.
- Manage and support 15 Commission-member board and its committees; provide frequent communication and on-going administrative support with board members; liaison with Governor's office to recruit and replace new members; orient new members; set agenda and reporting mechanisms for monthly Commission meetings; and develop methods to ensure continuing Commissioner education and board development.
- Act as the official representative of the agency, including explaining and defending short- and long-term goals or objectives that directly affect public policy decisions regarding state programs and services, including before the Governor, the Executive Council, the Senate and House Leadership, the New Hampshire federal delegation, state, federal, and community agencies, and the general public.
- Serve as a resource for expertise and information on women's status and policy issues to the Governor's office, the Executive Council, legislators, agency personnel, other professionals and the general public by interpreting state and federal law and by developing and/or revising statutory and administrative rules for their real or potential impact on women. Actively monitor and deliver testimony at legislative hearings, and serve as Commission appointed delegate on statutory and non-statutory commissions, task forces, committees, and councils.

- Undertake original research and/or policy analysis and write, edit, publish, and distribute reports to determine and raise awareness around current status of women in state, as well as plan, coordinate, and manage programs and projects to enhance the status of women statewide.
- Prepare, defend before the legislature, manage, and modify agency biennial budget and make periodic financial reports to the board, as well as determine and implement development goals for the agency, liaison with donors and grant makers, and solicit funding from foundation and corporate entities.
- Serve as spokesperson for the Commission and contact person with the media and prepare and implement all Commission public relations activities, ceremonial events, media releases and press conferences, web page development, marketing materials, and promotional efforts; and, at the request of the Governor, represent that the State of New Hampshire at events and ceremonies relevant to the Commission's statute.

Minimum Qualifications:

Advanced degree from an accredited institution of higher education, with a major study in women's/gender studies, political science, public administration, social sciences, or other relevant field.

Experience:

Five years of progressively responsible experience, in legislative and/or lobbying, board management and administration, with responsibility in program planning and evaluation, development and fund raising, preferably in the area of women's issues.

Special Qualifications: Knowledge of state legislative protocol, excellent communication skills, superb organizational skills, and the ability to solve problems of a delicate and specialized nature.